

Children, Youth and Families Education and Research Network (CYFERnet)

FY 2003 Request for Applications

APPLICATION DEADLINE: **February 14, 2003**



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

SUMMARY: The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for Children, Youth and Families Education and Research Network (CYFERnet) for fiscal year (FY) 2003 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. In FY 2003, CSREES anticipates that approximately \$300,000 will be available for support of this program.

This notice identifies the objectives for CYFERnet projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CYFERnet grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next Request for Applications (RFA) for this program.

DATES: Applications must be received by close of business (COB) on February 14, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

ADDRESSES: Both electronic and hard copies of applications must be submitted to CSREES. Electronic submissions should be e-mailed to: jkahler@reeusda.gov and jclark@reeusda.gov. Applicants are strongly encouraged to submit completed hard copy applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is: CYFERnet; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Room 1420, Waterfront Centre; 800 9th Street, S.W.; Washington, D.C. 20024; Telephone: (202) 401-5048.

Applications sent via the U.S. Postal Service must be sent to the following address: CYFERnet; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2245; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2245.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; USDA CSREES; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2299; or via e-mail to: RFP-OEP@reeusda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the CYFERnet RFA for FY 2003.

FOR FURTHER INFORMATION CONTACT: Applicants and other interested parties are encouraged to contact Sherri Wright; CYFAR Program Chair; Families, 4-H, and Nutrition; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Ave., S.W.; Washington, D.C. 20250-2225; Telephone: (202) 720-5075; Fax: (202) 720-9366; E-mail: swright@reeusda.gov.

STAKEHOLDER INPUT: CSREES is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFA's for competitive programs. Comments should be submitted as provided for in the **Addresses** and **Dates** portions of this Notice.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

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PART I--GENERAL INFORMATION

A. Legislative Authority and Background

CSREES funds the Children, Youth, and Families Education and Research Network (CYFERnet) Project as part of the Children, Youth, and Families at Risk (CYFAR) program. Funding for the CYFAR program is authorized under section 3(d) of the Smith-Lever Act, as amended, and other relevant authorizing legislation, which provides jurisdictional basis for the establishment and operation of Extension educational work for the benefit of youth and families in communities. Special provisions that are applicable to special projects authorized under Section 3(d) of the Smith-Lever Act are found in CSREES General Terms and Conditions – A, dated April 1, 2001..

B. Purpose, Priorities and Fund Availability

CYFERnet is a multi-institution, cross disciplinary network whose purpose is to provide seamless access to program, evaluation, and technology resources and technical assistance for State Strengthening Projects, New Communities Projects, and community-based programs for at-risk children and families based on self-determined needs. CYFERnet objectives are the responsibility of the lead institutions and tasks are implemented by lead institutions in collaboration with other institutions and networks under sub-contracts.

Approximately \$300,000 will be available to fund applications in FY 2003. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

C. Eligibility

Only Cooperative Extension Services at 1862 Land-Grant Institutions are eligible to apply. 1862 Universities are urged to partner with 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State College, 1994 Land-Grant Institutions, and Hispanic-serving institutions. Institutions that were selected by CSREES to serve as lead institutions for CYFERnet in FY 2002 and have satisfied project objectives and submitted mid-year electronic accomplishment and year-end reports are eligible for renewal CYFERnet funding in FY 2003.

D. Indirect Costs

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under section 3(d) projects, and no funds will be approved for this purpose. Further costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

E. Matching Requirements

There are no matching requirements for CYFERnet projects and matching resources will not be factored into the review process as evaluation criteria.

F. Funding Restrictions

Availability of funds is contingent upon appropriations from Congress. CSREES intends to fund CYFAR projects on a year-to-year basis for up to five years.

G. Types of Applications

In FY 2003, CSREES will only accept CYFERnet renewal applications from eligible lead universities (universities that were selected by CSREES to serve as lead universities for CYFERnet in FY 2002 and have satisfied project objectives and submitted required reports). A renewal application is a project application that requests additional funding for a project beyond the period approved in an original or amended award. Renewal applications must be received by the due date of February 14, 2003.

PART II-- PROGRAM DESCRIPTION

A. Project Types

CSREES will accept requests for Federal funding to a maximum of \$100,000 per year for each CYFERnet Component, renewable annually for a maximum of five years.

B. Program Area Description

CYFERnet is not centered in Washington, D.C. or in individual States; it is distributed throughout the Cooperative Extension System and includes faculty from 4-H Youth Development, Family Consumer Sciences, Community Development, Communications Technology, other university departments, and CSREES, USDA. Partnering universities pool resources into a "national network of expertise" working collaboratively to assist communities in developing and sustaining holistic programs for children, youth, and families at risk.

Employing Internet technology to expedite intellectual collaboration across institutions, CYFERnet staff has nationwide responsibility and all CYFERnet programs and products are available to all States. This collaboration is being institutionalized within the Cooperative Extension System to ensure that support to educational programs for children, youth, and families who live in high-risk environments will continue over the long term.

1. CYFERnet Components

(a) Program

To provide access to program resources for State Strengthening and New Communities Projects' community-based programs for at-risk populations based on self-determined needs and national outcomes for children, youth, parents and families, and communities.

(b) Evaluation

To evaluate the impact of CYFER-funded programs and to improve the system-wide capacity to evaluate and document the impact of State Strengthening and New Communities Projects' community-based programs for at-risk children, youth, families, and communities.

(c) Technology

To provide electronic access to high quality educational materials for children, youth, and family programs by providing an information infrastructure for program resources identified and developed by CYFERnet and CYFER collaborators.

2. CYFERnet Outcomes

(a) As a result of CYFERnet, the financial, human, technical and policy resources of the Cooperative Extension System will be marshaled and focused to assist States and counties in achieving positive outcomes for at-risk children, youth, and families.

- (b) As a result of CYFERnet, Extension faculty and collaborators will utilize technical and program assistance from CYFERnet and they will have the capacity to develop and implement effective programs for children, youth, and families at risk.

3. CYFERnet Objectives

The goal of CYFERnet is to provide a network of support and technical assistance to community-based programs for at-risk children, youth, and families based on the five CYFAR program outcomes. This is achieved through the following objectives:

- (a) Merge and coordinate existing CYFAR program, technology, and evaluation resources for access by State Strengthening, New Communities, and Youth At Risk projects for at-risk children, youth, and families. (CYFERnet Team)
- (b) Generate institution and Extension resources to sustain and expand the work of CYFERnet. (CYFERnet Team)
- (c) Provide technology support to Program and Evaluation components of CYFERnet in the development and maintenance of the on-line system of CYFAR resources. Provide technology support to State Strengthening, New Communities, and Youth At Risk projects for children, youth, and families. (CYFERnet--Technology)
- (d) Solicit project applications for identification, solicitation, (and possibly development of) program and training resources in program content and program management areas based on needs of community based programs for at-risk children, youth, and families. (CYFERnet--Program)
- (e) Design and conduct impact evaluation of Children, Youth, and Families at Risk community, state, and technology programs. (CYFERnet--Evaluation)

4. Commitment of CSREES

- (a) CSREES will provide funding to support staff, equipment, materials, travel expenses, and sub-contracts for tasks specific to CYFERnet.
- (b) CSREES will provide a National Program Leader and Program Specialist to serve as the CSREES partner to CYFERnet.
- (c) CSREES will facilitate meetings of the CYFERnet Coordinating Committee and the CYFERnet Team.
- (d) CSREES will work to support continuing funding for CYFAR programming.

5. Commitment of CYFERnet Lead Universities

Lead CYFERnet universities are expected to:

- (a) Partner with CSREES and other lead universities in coordinating and managing CYFERnet;
- (b) Partner with CSREES and other lead universities in creating a plan of work for CYFERnet;
- (c) Solicit other universities to carry out CYFERnet tasks;
- (d) Work with CSREES to review and select applications for CYFERnet tasks;
- (e) Develop and manage contracts with other universities to conduct CYFERnet tasks;
- (f) Implement the CYFERnet Objectives;
- (g) Report accomplishments of CYFERnet to CSREES, CYFERnet team, and the Cooperative Extension System;
- (h) Work with the CYFERnet Coordinating Committee to disseminate information about CYFERnet and the CYFAR Program;
- (i) Contribute time of professional program and/or technology staff and administrative support by Extension Directors in CYFERnet management, staffing, resourcing, and sustainability; and
- (j) Provide fiscal management of the CYFERnet Component -- The Extension Director of the fiscal managing institution will sign the CYFERnet application and will be responsible for administering the CYFERnet budget and reporting progress to CSREES. All budget items must be agreed upon by collaborating universities prior to submission to CSREES.

6. Commitment of Sub-Contracting Universities and/or Networks

- (a) Implement specific CYFERnet tasks to accomplish CYFERnet Objectives;
- (b) Select a Project Director to serve on CYFERnet Team; and
- (c) Report accomplishments to CYFERnet Contracting Institution.

7. Procedures for Soliciting Institutional Partners to Implement CYFERnet Tasks - Options

- (a) Contact universities with experience and expertise needed for task implementation or

- (b) Define task(s) to be sub-contracted in an announcement/request for applications. Submit announcement to CYFERnet Coordinating Committee for review and approval. Announce to Cooperative Extension administration and CYFAR listservs.

PLEASE NOTE: Sub-contracting university work plans and budgets must be approved by CSREES. Submit title page, plan of work, and budget forms and narratives for each sub-contract in the CYFERnet application package. Monies for sub-contracts that have not been identified and completed at the time of application will be restricted by CSREES until all documents are received and approved.

8. CYFERnet Customers (In Priority Order)

- (a) All CYFAR-funded community project staff & participants (including Youth At Risk, State Strengthening, and New Communities Projects);
- (b) All Extension staff & volunteers working in CYFAR areas; and
- (c) Extension collaborators and citizens working in CYFAR areas.

PART III--PREPARATION OF AN APPLICATION

A. Program Application Materials

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.reeusda.gov/1700/funding/ourfund.htm>). Additional information about the CYFAR program can be found at <http://www.reeusda.gov/4h/cyfar/>. If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for CYFERnet. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@reeusda.gov. State that you want a copy of the RFA and the associated application forms for CYFERnet.

B. Content of Applications

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple the application in the upper left-hand corner. Do not bind. An original and two (2) copies (3 total) must be submitted in one package.
- (d) The contents of the application should be assembled in the following order:
 - (1) Proposal Cover Page (Form CSREES-2002)
 - (2) Table of Contents
 - (3) Project Summary (Form CSREES-2003)
 - (4) Project Description
 - (5) References
 - (6) Key Personnel
 - (7) Collaborative Arrangements (including Letters of Support)
 - (8) Conflict-of-Interest List (Form CSREES-2007)
 - (9) Budget (Form CSREES-2004)

- (10) Budget Narrative
- (11) Matching
- (12) Current and Pending Support (Form CSREES-2005)
- (13) Assurance Statement(s) (Form CSREES-2008)
- (14) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (15) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each grant application must contain a “Proposal Cover Page”, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing Project Director(s) (PD(s)) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the “Proposal Cover Page” form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the “Proposal Cover Page” and Page B, which is the “Personal Data on Project Director.”

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.
- (c) Program to Which You Are Applying (Block 8.). Enter CYFERnet.
- (d) Type of Request (Block 14.). Check the block for Renewal.

(e) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(f) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the proposal cover page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the CYFERnet Projects. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than four co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Project Description

PLEASE NOTE: The Project Description shall not exceed five (5) pages of written text. Please refrain from using graphs, photographs, charts, and tables in your document. This maximum has been established to ensure fair and equitable competition. The Project Description must include all of the following:

(a) Objectives -- CYFERnet Objectives for this Component (see Part II, B.3.)

(b) Procedures -- CYFERnet Organization and Management

(1) Provide name, phone numbers, university, street and e-mail addresses, for lead university faculty who will serve on CYFERnet Coordinating Committee, Extension Director and Project Director(s)

(2) Provide name, phone numbers, university, street and e-mail addresses, for other lead university faculty who will be responsible for implementing CYFERnet Objectives

(3) Describe strategies for managing work and personnel associated with this component (i.e., staffing, communications, monitoring, budget management, accountability, reporting procedures).

(c) FY 2003 Plan of Work for CYFERnet--_____ (Program, Technology, or Evaluation) -- List each CYFERnet objective to be implemented in FY 2003 by this CYFERnet component. For each objective, list tasks. For each task, identify individuals and universities responsible and the timeline for execution of the task. Please use the following format. (Do not include % time/task):

Objective	Task	Individual Responsible	University	Timeline
1	A.			
	B.			
2	A.			
	B.			

(d) Collaborating Universities -- Contact person name, address, phone number, and e-mail address for each university contributing essential services to tasks of this CYFERnet Component.

6. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

7. Key Personnel

The following should be included, as applicable:

(a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and

(b) Vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of **all** publications in **refereed journals** during the past **four (4) years**, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

8. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

9. Conflict-of-Interest List (Form CSREES-2007)

A “Conflict-of-Interest List,” Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 7.(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) All co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

10. Budget

(a) General

(1) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, **in accordance with instructions provided with the application forms.** The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants also must include a budget narrative to justify their budget requests (see section (b) below.)

(2) Indirect Costs

Indirect costs are not allowable under Smith-Lever 3(d) funding.

(3) Matching

No match is required for CYFERnet projects.

(b) Budget Narrative

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. Submit a budget narrative for the cumulative Total CYFERnet Component budget in the exact order shown on Form CSREES-2004.

Submit a **budget narrative for each subcontract in the exact order shown** on Form CSREES-2004. In the budget narrative, include the full-time equivalent (FTE) for each person identified in Part A of Form CSREES-2004. If incomplete information is provided for a subcontract, the amount budgeted for that sub-contract will be restricted until the complete information is reviewed and approved by CSREES.

PLEASE NOTE: For each sub-contract applicants should submit: title page, plan of work, budget and budget narrative.

11. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 7.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form.**

12. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the "yes" box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) at the

proposing organization or institution has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

13. Certifications

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

14. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (the Cooperative State Research, Education, and Extension Service regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, "NEPA Exclusions Form," must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

C. Submission of Applications

1. When to Submit (Deadline Date)

Completed applications must be received by COB on February 14, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

2. What to Submit

Both electronic and hard copy applications are required by CSREES. The electronic application package may be sent as an email attachment in Word, Word Perfect, Acrobat PDF, or RTF file format. A hard copy with original signatures and two (2) additional copies must be submitted. All hard copies of the application must be submitted in one package.

3. Where to Submit

Applicants should submit electronic CYFERnet applications to: jkahler@reeusda.gov and jclark@reeusda.gov. Indicate on the subject line: CYFERnet-Eval, CYFERnet-Tech, or CYFERnet-Prog. Applicants are strongly encouraged to submit completed hard copy applications via overnight mail or delivery service to ensure timely receipt by USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

CYFERnet
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, S.W.
Washington, D.C. 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

CYFERnet
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2245

D. Acknowledgment of Applications

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned a proposal number, please cite that number on all future correspondence.

PART IV--REVIEW PROCESS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

To be selected for funding, applications will be evaluated on the following criteria:

1. Compatibility with the CSREES "CYFAR Philosophy"
(<http://www.reeusda.gov/4h/cyfar/philosophy.htm>)
2. Quality of the program outlined
3. Capacity of the staff to implement a program which will accomplish the specified outcomes

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the 2002 Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, VA 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released

to applicants. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

PART V--AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

C. Award Document and Notice of Award

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
- (10) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

PART VI--ADDITIONAL INFORMATION

A. Access To Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

(a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Expected Program Outputs and Reporting Requirements

Mid-year electronic accomplishment reports will be provided to CSREES to coincide with meetings of the CYFERnet Coordinating Committee. Reports are due to CSREES and all CYFERnet Team members one week prior to the meeting. FY 2003 Year-end Reports are due electronically to CSREES by October 31, 2003.

D. Applicable Federal Statutes and Regulations

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1.1--USDA implementation of the Freedom of Information Act.

7 CFR Part 3--USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 3015--USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017--USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019--USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052--USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407-CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)-- prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.--Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

E. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

F. Regulatory Information

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.